

**City of Roanoke
Public Works Service Center
Standard Operating Procedure**

SWPPP Annual Comprehensive Compliance Evaluation	Revised: 9/27/19
Purpose: To ensure proper guidelines are followed to perform an annual compliance evaluation inspection of the Stormwater Pollution Prevention Plan (SWPPP) at PWSC.	

Responsible Party/ies: Environmental Management

Performance Frequency: Annually

Documentation: SWPPP Comprehensive Compliance Evaluation Form (attached). Completed form will be kept by the Office of Environmental Management

Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.

Procedure: This site inspection is to monitor compliance with the applicable Stormwater Pollution Prevention regulations and is designed to confirm the following:

1. Accuracy of the description and disposition of the potential pollutant sources
2. Control measures contained in the Storm Water Pollution Prevention Plan (SWPPP)
3. Determine the effectiveness of the plan
4. Assess compliance with the terms and conditions of the stormwater permit, through completion of inspections and confirmation of inspection records.

Trainee Name: _____ **Signature:** _____

Date Trained: _____

Send completed form to Environmental Management at: envmgmt@roanokeva.gov.

SWPPP Comprehensive Compliance Evaluation

City of Roanoke, Public Works Service Center

<p align="center">For the Period from _____ to _____</p> <p>Compliance with applicable Stormwater Pollution Prevention regulations is documented through completed monthly and weekly inspections. Evaluation of completed inspections is designed to (1) confirm the accuracy of the description and disposition of potential pollutant sources and control measures contained in the SWPPP, (2) determine the effectiveness of the plan, and (3) assess compliance with the terms and conditions of the stormwater permit.</p>	
Inspector of Compliance Records:	Completed Inspection Records
Aggregate Storage: Area visually clean, no litter or other debris, no improper items stored in area, all material contained within bunkers, piles protected from runoff, sediment barriers in place and containment supplies are present.	
Parking Areas- Lot Sweeps & Inspections: Areas throughout PWSC are visually clean, no litter, no improper storage of items, all stored materials properly contained & labelled, materials are all protected /contained from runoff and maintenance supplies are in place	
Bacteria via Solid Waste Collection Vehicles Wash Logs: Weekly washing of solid waste collection vehicles	
Waste Light Ballasts and Waste Paint- via Facilities Satellite Accumulation Area Inspections, Drums in good condition and properly labeled	
Petroleum via Fueling area: Area visually clean, no spills or leaks, pumps, hoses, handles in good condition, leak detection& emergency shut off system operational	
Petroleum via Bulk UST Transfers: Area visually clean, no spills or leaks and monthly vapor testing and leak testing via ALD monitoring system	
Petroleum via Bulk AST Transfers: ASTs in good condition, pipe connections, fittings, joints, valves, locks, pipe supports in good condition, spill containment clean and free of leaks/spills.	
Petroleum via Vehicle Leaks: All leaks from vehicles properly contained with granular absorbents	
Spill Response Stations (Ready Line, Loading Dock, Fuel Islands & UST Area): Signage, brooms, shovels and adequate supplies of absorbent materials and booms	
Salt & Brine Storage: Area is visually clean, free of spilled materials, no leaking containers, connections hoses in good condition, area covered and maintenance supplies in place	

Additional Comments: